

### Freelance Digital Projects Coordinator

*The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.*

*The Museum seeks a Freelance Digital Projects Coordinator to help with the expansion and awareness of the Museum of the City of New York's brand and digital footprint. The role is a researcher, storyteller, and project manager all in one, and will work with partners to build, implement and share the Museum's content in an accessible and engaging way within digital products (apps, podcasts, video series) and on the Museum's owned channels.*

#### **Roles and Responsibilities:**

- Obtain copyright and image permission agreements as needed to display digital images on platforms such as [Urban Archive](#), LinkNYC, Bloomberg Connects, and [Google Art & Culture](#)
- Research numerous Museum exhibition topics, including within exhibition background research and the Museum collection, working with collections team to identify important Museum items to highlight exhibitions and intellectual property
- Identify themes and write engaging copy for digital stories on partner platforms and/or the Museum's owned channels
- Curate accompanying images, video, and sound for each digital story (where applicable)
- Collaborate with partner development teams to build out stories within applications
- Research and identify new digital extensions for the Museum to consider

#### **Qualifications:**

- A current Marketing, Communications, History or Museum Studies Bachelor, Masters or PhD candidate
- An excellent grasp of technology would be an excellent fit
- Proven interest in storytelling and interpreting history for a general audience
- Experience working with digital products is highly desirable
- Superb written communication skills with experience writing in a pithy and engaging style
- Excellent verbal communication skills and ease with collaborating across multiple departments
- Strong project management skills with a high level of organization and attention to detail

#### **BENEFITS**

The position is part-time, temporary, and eligible for safe and sick leave, and Employee Assistance Program. Your employment relationship with the Museum qualifies you for free or discounted admissions to other participating cultural institutions.

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

The position will conduct work both onsite and remotely. Onsite work at the Museum's main building located at 1220 Fifth Avenue will take place between the Monday – Friday, 9-5 pm.

In accordance with NYC Executive Order 225 proof of COVID-19 vaccination is required. Reasonable accommodations may be made upon request in accordance with applicable federal, state, and local law.

## **HOW TO APPLY**

Please email your resume and cover letter in pdf format to the Museum of the City of New York  
Attention: Human Resources Department [to.jobs@mcny.org](mailto:to.jobs@mcny.org). To be considered, please include **Freelance Digital Projects Coordinator** within the subject line of your email.

*The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.*

*The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification or expression, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race (including traits historically associated with race, such as hair texture and style), religion (including attire, clothing or facial hair worn in accordance with religious requirements), sex (including pregnancy, childbirth or related medical conditions and transgender status), sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. The museum complies with applicable state and local law governing nondiscrimination in employment which prohibits discrimination and harassment against any employees, applicants for employment or interns, as well as contractors, subcontractors, vendors, consultants, other individuals providing services in the workplace or their employees in every location in which the museum has facilities.*